



CANNON BUILDING  
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**STATE OF DELAWARE**  
**BOARD OF PROFESSIONAL LAND SURVEYORS**

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MEETING MINUTES:	<b>BOARD OF PROFESSIONAL LAND SURVEYORS</b>
DATE AND TIME:	<b>February 19, 2015 at 8:30 a.m.</b>
PLACE:	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building
APPROVED:	<b>March 19, 2015</b>

**MEMBERS PRESENT**

James Bielicki, Jr., Professional Member, Chairman  
Franco R. Bellafante, Professional Member, Vice-Chair  
Kelly Katz, Professional Member  
Charles Adams, Jr., Professional Member  
Rhonda West, Public Member, Secretary

**DIVISION STAFF**

Kevin Maloney, Deputy Attorney General  
Sheryl Paquette, Administrative Specialist III

**DIVISION STAFF ABSENT**

Amanda McAtee, Administrative Specialist II

**MEMBERS ABSENT**

None

**PUBLIC**

None

**CALL TO ORDER**

Mr. Bielicki called the meeting to order at 8:33 a.m.

**Welcome of New Board Member Kelly Katz PLS**

The Board welcomed new professional member Kelly Katz to the Board.

**Review and Approval of Minutes**

Ms. West made a motion, seconded by Mr. Adams, to approve the January 15, 2015 minutes. By majority vote, the motion carried with Mr. Katz recused.

**Election of Officers**

Mr. Adams made a motion, seconded by Mr. Katz, to nominate Mr. Bielicki to serve another year as chairman, Mr. Bellafante to serve another year as vice-chair, and Ms. West to serve another year as secretary. By unanimous vote the motion carried.

**Unfinished Business**

**Complaint Status – None**

**Re-Review: Courses for Personal Development Hours Approval**

**Jeffrey Whitmore: ArcGIS – Introduction to GIS, December 9-10, 2014, 16 PDHs**

Mr. Bielicki stated that Jeffrey Whitmore was tabled from last month's meeting. Mr. Whitmore did not send in a resume and course schedule. Mr. Adams stated that the Board also had questioned at January's meeting if the course was online or a classroom taught course. Mr. Bielicki stated that based on the course outline agenda the course could be approved for 15 PDHs but the Board needed clarification if the course was taught online or in a classroom setting. Mr. Adams stated that if the course was taught online then a maximum of 8 PDHs credits could be approved. Mr. Adams made a motion, seconded by Mr. Bellafante to table the application until next meeting so that Ms. McAtee could verify if the course was taught online or in a classroom setting. By unanimous vote the motion carried.

Mr. Adams questioned if the application form could be amended to include a box for the applicant to check to indicate if the course was an online or classroom offering. Ms. Paquette stated that Ms. McAtee could submit a web request to amend the application form.

**Discussion and Review of Rules and Regulations Draft Proposal – Responsible Charge/Direct Supervision and Automatic Approval of PDHs Offered by State Surveying Societies**

Mr. Maloney stated that the rules and regulations proposal was already published in register of regulations on February 1, 2015 and that the hearing could actually be held at the March 19, 2015 meeting.

**NEW BUSINESS**

**Courses for Personal Development Hours Approval – None**

**Review of Application for Licensure by Examination – None**

**Review of Application for Licensure by Reciprocity – None**

**Review of Application for Surveyor Intern – None**

**Review of Land Surveying Certificate of Authorization – None**

**Ratification of Issuance of Land Surveying Certificate of Authorization**

**Vista Design, Inc. – Surveyor In Charge: Dominic Agresta**

Mr. Katz made a motion, seconded by Mr. Bellafante, to ratify the certificate of authorization issued for Vista Design, Inc. By unanimous vote, the motion carried.

**Review of Land Surveying Certificate of Authorization – None**

**Review of Audits – None**

**Wall Certificates – None**

**Correspondence**

**Michael Ray**

Mr. Adams stated that Michael Ray was requesting an exception in regards to the ethics course classroom requirement. In Mr. Ray's correspondence he stated that he was located in North Dakota and could not find a classroom taught ethics course in his area and wanted to know if the Board would allow him to complete his ethics requirement online. Mr. Bielicki stated that the Board's rules and regulations stated that the ethics requirement had to be completed in a classroom setting and did not believe the Board could make exceptions to the rule. Mr. Maloney read the rule 10.2, "10.2 A licensee shall complete at least two (2) hours on ethics and professionalism for each renewal period with no carry-over credit for any biennium renewal period. The required 2 hours on ethics and professionalism must be obtained by attending a live seminar and cannot be taken online." Mr. Bielicki stated that Mr. Ray could attend any type of ethics seminar and that it did not have to be provided by a land surveying society. Mr. Katz stated that if necessary, Mr. Ray could also request an extension from the Board to complete the ethics requirement. Ms. Paquette stated that she would relay the Board's discussion to Ms. McAtee and that Ms. McAtee would contact Mr. Ray.

**OTHER BUSINESS BEFORE THE BOARD (FOR DISCUSSION ONLY)**

**PUBLIC COMMENT**

**NEXT MEETING**

The next meeting of the Board is March 19, 2015 at 8:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

There being no further business before the Board, Ms. West made a motion, seconded by Mr. Adams, to adjourn the meeting at 9:25 a.m. By unanimous vote, the motion carried.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'A McAtee', with a stylized flourish at the end.

Amanda McAtee  
Administrative Specialist II

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*